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Office Memorandum • UNITED STATES GOVERNMENT

file we

TO : Services Officer

DATE: 5 May 1949

FROM : Audit Group

SUBJECT: Monthly Operations Report - April 1949

1. The following information is furnished relative to the audit and inventory of the listed property and supply accounts:

Account No.	Period Covered	No. of Vouchers Audited	No. of Items Inv.	C. A. No.
9	1 Aug 48 - 22 Apr. 49	73	3	2-9-49
190	18 Mar 48-13 Apr 49	110	198	1-190-49
160	17 Oct 47-29 Apr 49	125	166	1-160-49
* 170	16 Apr 48-12 Apr 49	43	-	1-170-49
** 3		200	-	

* No physical inventory was conducted of Property Account No. 170 inasmuch as the property previously charged thereto had been transferred to Property Account No. 80 prior to the audit, which was conducted for the purpose of officially closing Account No. 170.

** A total of two hundred (200) vouchers were audited for Supply Account No. 3 during the month of April 1949. This audit will be completed during the month of May 1949.

2. Surveys and Clearances:

a. Attached hereto is a copy of the minutes of the Property Survey Board (Overt) which indicates that ten (10) surveys were disposed of at the meeting held on 19 April 1949. The following indicates the activity on surveys subsequent to the said meeting:


Surveys Received	4
Surveys Investigated	3
(Includes one automobile accident)	
Disposition of Surveys	2
(Ref: Para. 2b, Ad. Ins. 40-11 and Para. IV, Minutes attached hereto)	
Surveys Ready for Board Action	1
Surveys Pending Investigation	1
(Stolen property - pending report from PBA Detectives)	

- b. Property clearances issued to personnel transferring or resigning totals fifty-two (52).

3. Miscellaneous:

- a. Reorganization of the files in the Audit Group was started and will be completed in approximately one week. This reorganization is necessary in order to maintain files on some of the functions previously performed by the Property Control Division which are now being performed by this office.
- b. In accordance with Paragraph 2b, Administrative Instruction No. 40-11, and the action taken by the Property Survey Board (Overt) on 19 April 1949 (Paragraph IV, Minutes attached hereto), a procedure was drafted relative to investigation and submission of surveys to the designee and the Board. At the present, this procedure is being reviewed and upon concurrence of all concerned will be submitted to your office for final disposition.

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